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11 September 1961

MEMORANDUM FOR: Members of the OTR Education Committee

SUBJECT : Scheduled Meeting

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1. A meeting of the OTR Education Committee will be held on 21 September 1961 at 1000 hours in the OTR Conference Room, Building [REDACTED]. If you cannot personally attend this meeting, it is requested that you contact the writer (x8017) and suggest an alternate.

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2. The agenda will include the following:

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a. Briefing by [REDACTED] on the gaming technique as applied to instructional methods of training. Each member is urged to consider the application, if possible, of this technique to subject areas in his School.

b. Briefing by [REDACTED] on the latest developments and current status of programed learning as reflected from the recent meeting of the American Psychological Association in New York City.

c. It is requested that each School representative conduct an informal survey to ascertain the following:

(1) The extent of instructors in his School using lesson plans of some type.

(2) If lesson plans are not in use, by what means does the School Chief assure himself that the doctrine being taught in the classes reflects accurately the Agency doctrine.

(3) The extent of lesson plans (on a reasonably current basis) which have been submitted to the Vital Materials Program. [REDACTED]

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3. Paragraph 2.a. has supplemental reading material which should be read prior to the meeting. You will receive this material under separate cover.

This document part of classified integrated file. NAME CHECK required prior to individual classification action.

Educational Specialist

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